

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Applications Developer			
3. Division Human Services Executive Branch IT		12. Proposed Class Title			
4. Section Application Development	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Web Team		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. % Regular	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Calvin Willits	Applications Developer III	K0173848

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
------	-------	-----------------

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Employee participates in developing project deliverables and estimates to meet business goals and outcomes.
- b) Assignments are given in the form of overall project deliverables and tasks.
- c) Assignments are made via ClearQuest. If additional information is needed, the business analyst will coordinate a meeting to further gather requirements.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1 45%	E	Participate in SharePoint Administration, project planning, estimating, design, development, documentation and testing for of the agency websites. This includes the Internet, Intranet, Extranet and custom development applications. Deliver work that is on time, within budget and that meets the business area deliverables agreed upon during the business requirements gathering phase of the work effort. Work with the business area, including the assigned Business Analyst to execute work requests and problem reports.
2 20%	E	Provide guidance to team members as needed on SharePoint implementations, solution deployment, upgrades and maintenance, and issue resolution.
3 15%	E	Work collaboratively to deliver excellent customer service by testing deliverables to ensure they provide the functionality to meet or exceed business area needs. Developer will be evaluated on meeting requirements, deadlines, installation success, coordination and collaboration with work effort team members.
4 10%	E	Research and resolve technical issues/questions related to area of responsibility as assigned. Developer will be evaluated on whether or not the issue/question is successfully resolved.
5 10%	M	Ensure system documentation is prepared and updated as assigned projects, problems reports, work requests and service requests are implemented. Participate in staff and departmental meetings, complete timesheets, and provide work status updates.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
------	-------	-----------------

-
23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

The agency websites are used by staff and the public as a means of communication and a resource to accomplish daily tasks. If websites are not available, the agency may be unable to get timely information to provide answers for legislators and services for customers.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

<u>Who?</u>	<u>How Often?</u>	<u>Purpose?</u>
Fellow Developers	Daily	Support & Collaboration to meet essential and non-essential job functions
Supervisor	Weekly, or as needed	Collaboration, Status Updates, direction/goal setting, feedback
DBA/Tools Group	As needed	Collaboration to meet essential job functions
Business Analyst/PM	As needed	Collaboration and clarification to meet essential and non-essential job functions
Help Desk Analyst	As needed	Help desk ticket/data fix assignments, clarification, close-outs
Testers	As needed	Transition to acceptance test phase. Collaboration & clarification to meet essential job functions.
Server/Network Team	As needed	Support & Collaboration to meet essential and non-essential job functions
Business Users	As needed	Collaboration & to get clarification on business requirements to meet essential & non-essential job functions
Data Center/Computer Operations Staff	As needed	Collaborate to resolve problems
Outside agency/third-party contacts	As needed	Collaboration and clarification to meet essential and non-essential job functions

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal environmental conditions of typical modern offices. Work is predominately sedentary and requires minimal physical exertion. Normally seated, work allows for walking or standing at will. Limited travel for the purpose of training and the support of business users.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Telephone – Daily
Personal Computer/Laptop – Daily
Copier – Occasionally
FAX machine – Occasionally
Local Area Network (LAN) – Daily
Internet – Frequently
Printer – Daily
Calculator – Frequently

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Successful completion of 24 hours in computer science coursework or certification and three years' experience coding, testing, and debugging application programs or four years' experience coding, testing, and debugging application programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Preferred education or experience that may be used to screen applicants.

- 2 years work experience in Microsoft SharePoint administration. Practical working knowledge of central administration, STSADM, PowerShell, search administration, solution deployment, service pack and cumulative update maintenance, user management, troubleshooting and issue resolution.
- 1 – 2 years work experience involving Microsoft SharePoint 2007, 2010 and 2013 farm implementations and migrations.
- 1 – 2 years work experience maintaining web sites with advanced skills in HTML, CSS and JavaScript.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date